

**EXHIBIT G**

**BUSINESS ASSISTANCE TASKS MATRIX**

Business Assistance Tasks Matrix

Task	Contract Operator	City	Contract Loan Servicer
Establish & Maintain Program Loan Files	X	X	
Legal Review of Loan Documents		X	
Approve RLF Guidelines		X	
Prepare Fiscal/Performance Reports		X	
Review Fiscal/Performance Reports		X	
Monitor Program Operator		X	
Conduct NEPA & CEQA Review		X	
Participate in LAB Review		X	
Loan Servicing and Accounting			X
Provide Monthly Receipts of Loan Payments			X
Provide Quarterly Statement on Loans			X
Implement collections and foreclosures			X
Approve Reuse Plan		X	
Meet with Participating Lenders	X	X	
Publicize and Market the RLF	X	X	
Screen and Assist Loan Applicants	X		
Refer ineligible applicants to others	X		
Request preliminary loan/financial data	X		
Get credit report, other documentation	X		
Prepare loan package and recommendation with appropriate determination	X		
Present to LAB	X		
Close loan with other lenders	X	X	
Monitor loan and general compliance	X		
Preview & Sign all HCD Reports		X	
Prepare Cash Requests & HCD Reports		X	
Clear special conditions	X	X	
Site visits to Borrowers	X		
Track jobs/Benefit (EEO)	X		
Infrastructure Grant Projects			
Business loans			
Monitor Labor Standards Compliance	X		
Income Screening/TIG Benefit		X	X
Conduct Appeal Process		X	
Establish Fair Share Amount	X		
Development Fair Share Amount	X		
Execute & Implement Fair Share Agreement	X		
Planning, Building & Public Works Reviews		X	
Attend HCD Workshops		X	
Provide Business Counseling - SBDC			
Provide overall review and liaison between RLF components, City & CDBG Program		X	